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June 17, 2026

Greg Minikel, P.E., Engineering Division Manager
c/o City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Re: **Proposal to Provide Professional Real Estate Services**
STH 42 (IH 43 to S 30th Street)
WisDOT R/W Project Number 4100-42-21

Dear Greg Minikel,

Thank you for the opportunity to submit a proposal to provide real estate services in support of the City of Manitowoc's STH 42 Connecting Highway Project, this time from IH 43 to South 30th Street. MSA Professional Services, Inc. (MSA) is excited about the prospect of contributing to this effort and continuing to build our relationship with the City. We understand that selecting the right team requires thoughtful consideration, and we believe we are uniquely positioned to successfully assist the City with this project.

The project delivery schedule aligns well with our current workload, as we recently completed several large acquisition projects, allowing us to dedicate the necessary resources and begin work promptly. In addition, MSA resources will already be engaged in the City of Manitowoc which allows us to have lower costs by applying project efficiencies of scale.

MSA has nine full-time real estate professionals, located in Appleton, Madison and Rhinelander, who are dedicated to Wisconsin right-of-way acquisition projects. Our team brings extensive experience and specializes in successfully delivering projects of all sizes and levels of complexity. Our focused expertise in Wisconsin right-of-way acquisition and relocation services provides the advantage of decades of experience and specialized knowledge.

OUR TEAM

Peter Miesbauer is MSA's Real Estate Team Leader and is the primary contact for contracting activities. He brings 28 years of experience providing real estate acquisition and relocation services to local public agencies.

Jessie Prien and Katherine Venske are our Real Estate Project Managers. Jessie, based in our Rhinelander office, and Katherine, located in our Madison office, bring over 30 years of combined right-of-way experience. They have successfully managed numerous large-scale right-of-way projects for local public agencies and WisDOT, giving them a strong understanding of the requirements needed to complete projects both efficiently and effectively.

Our real estate professionals include Jodie Buchinger (Appleton), Pam Heineck and Scott Frinak (Madison), and Heidi Krusensterna (Rhinelander). In addition to their strong negotiation skills, each brings a specialized skillset to our team.

Lastly, we have two dedicated real estate assistants, Tammy Loka (Rhinelander) and Alexis Walker (Madison) who provide essential administrative support to the entire team. Their contributions cannot be overstated, as they are responsible for the preparation of all documents and correspondence, as well as data entry and file organization.

For valuation services, we have partnered with Todd Wojciuk of Regional Appraisal LLC to complete the Sales Study and any required appraisals. Todd previously served as a Review Appraiser at WisDOT and brings extensive knowledge in State and Federal eminent domain valuation laws and requirements. He is also the selected appraiser for the other segment of the STH 42 project. Together, we offer one of the most experienced and well-rounded right-of-way teams in the State of Wisconsin.

OUR APPROACH

We have assisted numerous local public agencies with completing their right-of-way acquisition projects. We are proud to say this is what we do!

All services provided will be in conformance with the associated regulations and policies for acquisitions under eminent domain authority. All work will be performed in accordance with generally accepted standards of the profession and

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requirements contained in the current WisDOT Real Estate Program Manual, Wisconsin Statute Chapter 32, and the Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

It is essential to develop a practical and achievable plan for success to deliver the required new right-of-way with efficiency and within the project schedule. Based on our review of the preliminary acquisition plat, we recommend utilizing WisDOT's Nominal Payment Parcel – Waiver of Appraisal process. This process can provide an efficient and cost-effective approach for timely project delivery.

- Nominal Payment Parcel Process: Appraisal Waiver – This process provides an efficient method for acquiring low-cost, non-complex parcels. It allows negotiations to begin promptly without the need to complete individual appraisals for each parcel. However, all acquisitions must ultimately be finalized by mutual agreement; otherwise, an appraisal will be required.
- Real Estate Blitz Meeting – Following delivery of the Nominal Payment Parcel – Waiver of Appraisal offers; a Blitz Meeting can be held within the project or surrounding area. This meeting gives property owners the opportunity to meet one-on-one with project staff in a convenient, public setting to discuss any questions or concerns. Additionally, MSA's real estate staff serve as Notary Publics and can provide notary services during the meeting. The meeting offers an efficient means of obtaining signed documents from multiple parcels within a shortened timeframe.

After reviewing the project plat and impacted properties it is clear the acquisitions for this segment are more significant when compared to the previous STH 42 segment. The majority of parcels are commercial in use and include a fee simple interest. This will require a more detailed analysis of each property's title report and negotiations will likely require more time and resources to complete.

In addition, right of way parcels that include a fee simple interest will require obtaining a release for any mortgages, liens, judgments, or any other encumbrances that cloud title. This ensures the City is purchasing the new right of way with title that is free and clear of any other party of interest. Obtaining these releases takes time and effort, depending greatly on the type of encumbrance and party that holds the interest. If a release cannot be obtained, the ultimate resolution is to acquire that parcel with the City's eminent domain authority.

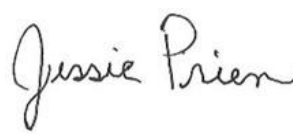
Finally, our review revealed an abundance of on-site advertising signs and other personal property located within temporary limited easements. Relocation of personal property items is handled separately from the right of way acquisition and requires additional coordination with both the owner and WisDOT personnel. For the majority of these items, it appears these personal property items are not within the sloping or grading limits, and we have assumed they will be allowed to remain in place and not be required to be relocated. For the purposes of this proposal, we have assumed up to 5 on-site signs or items of personal property may need to be relocated.

MSA submits this proposal to the City of Manitowoc with the commitment that our staff and subconsultants will be available to complete this project within realistic timeframes as established by the City. Our team has the capacity and expertise to successfully deliver this project while providing a high level of service. We value our continued professional relationship with the City of Manitowoc and look forward to the opportunity to contribute to the success of the next segment of this important project. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,
MSA Professional Services, Inc.



Peter Miesbauer
Real Estate Team Leader
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Jessie Prien
Real Estate Project Manager
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Compensation for the work is as follows:

Payment for Real Estate Acquisition services will be based on a fee as identified below:

Item	Method of Payment	Estimated Number	Unit Cost	Cost
Consultant and Valuation Services				
Project Sales Study	Lump Sum			\$6,500
Nominal Payment Parcel Report	Lump Sum			\$10,000
Subtotal				\$16,500
Parcel Acquisition Service				
Project / Parcel Preparation	Each	50	\$300	\$15,000
Parcel Negotiation	Each	50	\$1,800	\$90,000
Parcel Closing	Each	50	\$500	\$25,000
Close-out	Each	50	\$125	\$6,250
Subtotal				\$136,250
Additional Service				
Relocation: On-site signs and other personal property	Lump sum			\$ 16,300
Management Service				
Project Management	Lump Sum			\$10,000
Grant Total				\$179,050

The number of affected parcels is approximate and may change upon the final plat. The invoicing and final costs will reflect the final number of parcels of each type.